



WILLIAM PILLSBURY, JR., DIRECTOR
TELEPHONE: 978-374-2344 V/TDD
FAX: 978-374-2332

**CITY OF HAVERHILL
COMMUNITY DEVELOPMENT**

CITY HALL, ROOM 309
FOUR SUMMER STREET
HAVERHILL, MA 01830

January 23, 2014

RE: *Haverhill Community Development Department Request for Proposals due 3/20/14*

Seeking: Housing and community development projects and programs which serve principally low-income households, help eliminate slum and blight conditions, and/or provide shelter and services for the homeless.

Dear Prospective Applicant:

We are pleased to send this year's application for Fiscal Year 2014-2015 (Program Year 2014) funding to your organization from the City of Haverhill's Community Development Department (CDD). Each year, the City of Haverhill is the recipient of a Community Development Block Grant (CDBG) entitlement from the U.S. Department of Housing and Urban Development (HUD). In turn, the CDD solicits projects from the local community and service organizations, in order to best serve the low-income residents and households of Haverhill.

The funds available through this grant are awarded only to non-profit agencies with the capacity and experience to carry out a proposed activity. Please refer to the attached 'Request for Proposals Worksheet' if you have any question as to the applicability of your proposal. Please note that each funded entity is subject to federal and local audit.

The primary objective of the CDBG program is the "*development of viable urban communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for low- and moderate-income individuals.*"

To comply with the City of Haverhill's Annual Action Plan, a proposing agency must commit to one of the goals of the plan, as stated below:

- Programs to Improve the Quality of Life
- Programs to Help the Homeless
- Programs for Educational Improvement

All applications must benefit Haverhill residents, and target residents who earn 80% or below of Area Median Income (see attached income sheet).

If you are applying for a Public Service grant, please see the 'Request for Proposals Worksheet' attached to this letter for more detail and Pages 2 & 3 of the application for specific priorities of the City of Haverhill. If you are applying for another grant category, please call and speak with the Division Director.

A Community Affairs Advisory Board (CAAB) has been established to review applications and will do so after eligible applications have been forwarded to the CAAB.

Please note that this application is for funds that will become available no sooner than **July 1, 2014**.

Please return your completed application to us by Thursday, March 20, 2014 by 5:00 P.M.
so that we may have adequate time for review.

Organizations may be asked to present their proposals to the Board during the **week of April 7th**. Eligible organizations will be notified of the time and date of their proposal presentation, if applicable.

There will be a **Technical Assistance workshop** to aid any organization that would like the assistance of the Community Development Department staff for completing the application on **Thursday, February 27, 2014 at 4:00 P.M.** in Room 301, City Hall, 4 Summer Street. This is not a compulsory workshop but please call if you plan to attend.

As always, if you have any questions feel free to call the Community Development Department at 978-374-2344.

Sincerely,

Andrew K. Herlihy
Division Director

Enclosures

c: Mayor James J. Fiorentini
William Pillsbury, Jr., Director

Meeting Schedule for 2014/2015 Community Development Block Grant

Thursday, January 23, 2014	Applications Available 4 Summer Street, Haverhill, MA 01830 Room 309, 3 rd Floor or Internet: www.ci.haverhill.ma.us
Thursday, February 27, 2014	Technical Assistance Workshop at 4:00 P.M. 4 Summer Street, Haverhill, MA 01830 Room 301, 3 rd Floor
Thursday, March 20, 2014	Applications Due by 5:00 P.M. 4 Summer Street, Haverhill, MA 01830 Room 309, 3 rd Floor
March 21, 2014 – April 4, 2014	Review of proposals for eligibility
Monday April 7- Thursday April 10 (if necessary)	Presentations of Proposals before CAAB Board
Early May, 2014	Acceptance of CDBG Budget by City Council
May 15, 2014	Annual Action Plan due to U.S. Department of Housing and Urban Development
July 1, 2014	Start of CDBG Fiscal Year 2014/2015